Working

with Windows Media

Objectives

► **Take pictures with a digital camera**
► **Get pictures from a scanner**
► **View pictures**
► **Make a photo album**
► **Format and print photos**
► **Send a photo in an e-mail**
► **Publish files to the Web**
► **Copy and play music from a CD**
► **Create a playlist**

Windows XP comes with several visual tools and wizards to help you find and work with pictures and photographs, and to choose a graphic or determine the right settings to scan a picture without using a graphics program. In this unit, you'll learn how to get pictures from a digital camera or scanner using a wizard, view pictures in a photo album and several other ways to make them easier to find, format and print photographs using a wizard, send a picture in an e-mail message, and publish files on the Web using a wizard. You'll also learn how to use Windows Media Player to help you copy music from a CD and create a playlist, which is a list of media files that play in a customized order. ✎ John Casey, the owner of Wired Coffee Company, uses Windows visual tools and wizards to transfer pictures and photographs to his computer and then distribute them to others. He also copies music from a personal CD to his computer so he can play the music in a custom sequence while he works.

Taking Pictures with a Digital Camera

The Scanner and Camera Wizard guides you through the process of taking pictures with a digital still camera or video camera. A **digital still camera** stores pictures digitally rather than on film. The major advantage of digital still cameras is that making photos is fast and inexpensive. To print a photo from your computer, you need a color printer and special photo paper. A digital video camera displays live or recorded digital video, which is higher in quality than nondigital. You can also edit and e-mail digital video and still photographs with your computer. With the Scanner and Camera Wizard, you can capture digital snap shots or view ones you took already with the camera and save them in a folder on your computer, view device properties, delete pictures from your camera, or print photos. In order to use the digital camera features of Windows XP, you need to have a digital still or video camera attached and installed on your computer. 🔫 John wants to take some pictures to test out a new digital camera.

Steps 1 2 3 4

🛑 *If you don't have a digital video or still camera attached and installed on your computer, read this lesson without completing the steps if necessary.*

1. Click the **Start button** on the taskbar, click **Control Panel**, click **Switch to Classic View** if necessary, then double-click the **Scanners and Cameras icon** 📇
The Scanners and Cameras window opens, displaying installed scanners and digital cameras.

2. Double-click the **digital video camera icon** 📹, then click **Next**
The next wizard dialog box asks you to take and select the picture that you want to copy to a folder. A real time image from the digital camera appears in the Preview box.

3. Click the **Take Picture button** 📷 if available to take several pictures
The pictures appear in the Pictures box with check boxes selected in the upper-right corner, as shown in Figure L-1. The selected check boxes indicate which picture will be saved, or click Clear All to deselect them all.

4. Clear the check boxes next to the pictures you don't want to save, then click **Next**
The next wizard dialog box asks you to select a folder name and destination, as shown in Figure L-2.

5. In the name text box (number 1), type **Family Pictures** if necessary
The new folder name appears in the name text box and the place box (number 2). The default folder destination is My Pictures. The pictures you take with the Scanner and Camera Wizard remain in the Pictures box even if you exit and start the wizard, unless you delete them using the check box at the bottom of the dialog box.

6. Click the **Delete pictures from my device after copying them check box** to select it, then click **Next**
The next wizard dialog box saves only the selected pictures in the specified folder in consecutive order as Family Pictures 001, Family Pictures 002 and so on. After completing the process, the next wizard dialog box asks if you want to perform additional tasks.

7. Click the **Nothing. I'm finished working with these pictures option button** if necessary, click **Next**, then click **Finish** to open the Family Pictures folder

8. Click **My Pictures** in the task pane, click the **Family Pictures folder** to select it if necessary, click **Delete this folder** in the task pane, click **Yes** to confirm the folder deletion, then close all open windows

FIGURE L-1: Taking digital pictures with a video camera

Clear check box to not save picture

Click button to take live picture

Digital pictures

Click buttons to rotate pictures or get property information
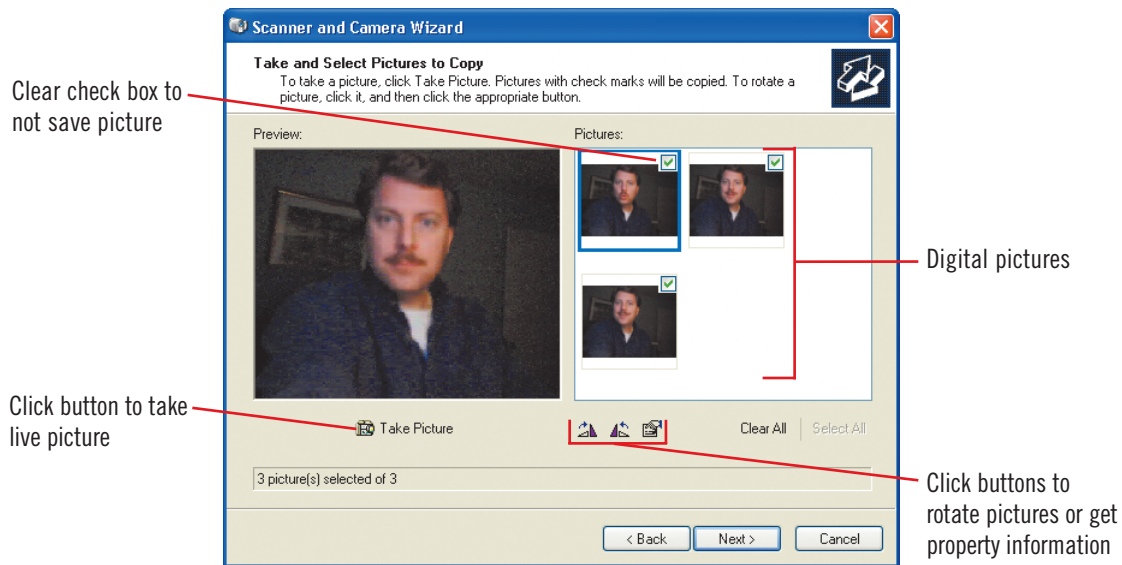
FIGURE L-2: Selecting a folder name and destination

Folder name

Folder destination

Click check box to delete all pictures in the Pictures box

CLUES TO USE
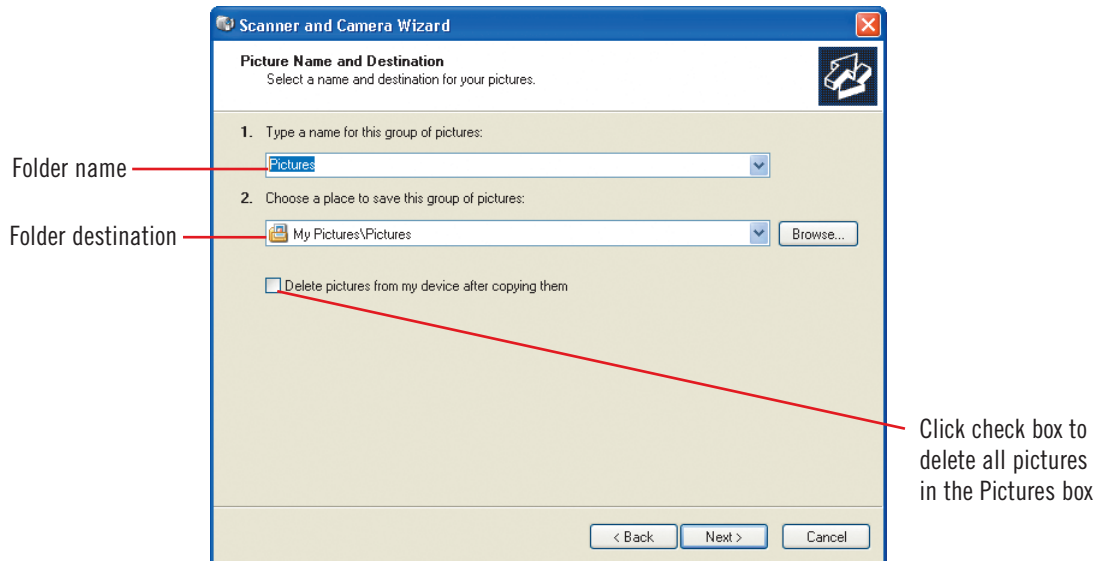
Taking pictures from the camera window

Instead of using the Scanner and Camera Wizard to take pictures from a digital camera that is attached to your computer, you can also open the camera window from My Computer and take snap shots in the window. As you take pictures, you can delete individual pictures or all of the pictures and save them to your My Pictures folder. To view pictures from the camera window, click the Start button on the taskbar, click My Computer, then double-click the digital video camera icon 🎥 to open the camera window.

Windows initializes the camera and displays a real time image. To take a picture, click Take a new picture in the task pane. The picture appears as a thumbnail at the bottom of the window. You can continue to take pictures, save them to the My Pictures folder, or delete them. To delete or save an individual picture, right-click it, then click Delete or Save in My Pictures. To delete all the pictures, click Delete all pictures on camera in the task pane.

Getting Pictures from a Scanner

Windows XP makes it easy to get pictures from a scanner with the Scanner and Camera Wizard. A **scanner** is like a photocopy machine on which you can lay photographs, books, and other documents that you want to save in digital form on your computer. In addition to scanning photographs, many high resolution scanners also allow you to scan a negative from a film strip and enlarge it. With the Scanner and Camera Wizard, you can choose scanning preferences, such as picture type, preview the scanned picture, adjust the scan area, and select a graphic format. In order to use the scanner features of Windows XP, you need to have a scanner attached and installed on your computer. ✎ John wants to scan a picture to test out a new scanner.

Steps 1 2 3 4

🛑 ***If you don't have a scanner attached and installed on your computer, read this lesson without completing the steps to learn what is possible with scanners.***

1. Click the **Start button** on the taskbar, click **Control Panel**, click **Switch to Classic View** if necessary, then double-click the **Scanners and Cameras icon** 📷
The Scanners and Cameras window opens, displaying installed scanners and digital cameras.

> **Trouble?**
>
> If your scanner is not installed, plug in the hardware as directed, click Add an imaging device in the task pane if necessary, then follow the Scanner and Camera Installation Wizard instructions to help you install the device.

2. Double-click the **scanner icon** 🖨, then click **Next**
The next wizard dialog box asks you to preview the scanned picture and choose scanning preferences, such as the picture type. There are four picture type options: Color picture, Grayscale picture, Black and white picture or text, and Custom. Grayscale is the use of many shades of gray to represent a graphic, while black and white uses only black and white to represent a graphic, such as a line drawing. The Custom option allows you to adjust contrast, brightness, and resolution in dots per inch (dpi).

3. Place the picture on the scanner, click a picture type option, then click **Preview**
The wizard scans the picture based on the picture type option and displays it in the Preview pane with a selection rectangle and red resize handles at the corners, as shown in Figure L-3.

> **Trouble?**
>
> If you accidentally click the Preview pane instead of a red resize handle, the selection rectangle changes to a dot. Use ✛ to reselect the picture with green resize handles at the corners.

4. Position ✛ over the red resize handles in the Preview pane, the pointer changes to ↘ or ↗, drag to crop the picture to the size you want if necessary, click 🖼 to enlarge and preview the selection, click 🔳 to restore the enlarged picture, then click **Next**
The next wizard dialog box asks you to select a folder name, destination, and format for the pictures.

5. In the name text box (number 1), type **Family Pictures** if necessary
The new folder name appears in the name text box and the place box (number 3). Now you select a graphic format: BMP (bitmap image), JPG (JPEG Image, the default), TIF (TIF Image), and PNG (PNG Image).

> **QuickTip**
>
> The pictures are saved in consecutive order as Family Pictures, Family Pictures 001, Family Pictures 002, and so on.

6. Click the **Select a file format list arrow**, click the format you want, then click **Next**
The next wizard dialog box scans the picture, as shown in Figure L-4, and saves it in the specified folder, then asks if you want to perform additional tasks.

7. Click the **Nothing. I'm finished working with these pictures option button** if necessary, click **Next**, then click **Finish** to open the Family Pictures folder

8. Click **My Pictures** in the task pane, click the **Family Pictures folder** to select it if necessary, click **Delete this folder** in the task pane, click **Yes** to confirm the folder deletion, then **close** all open windows
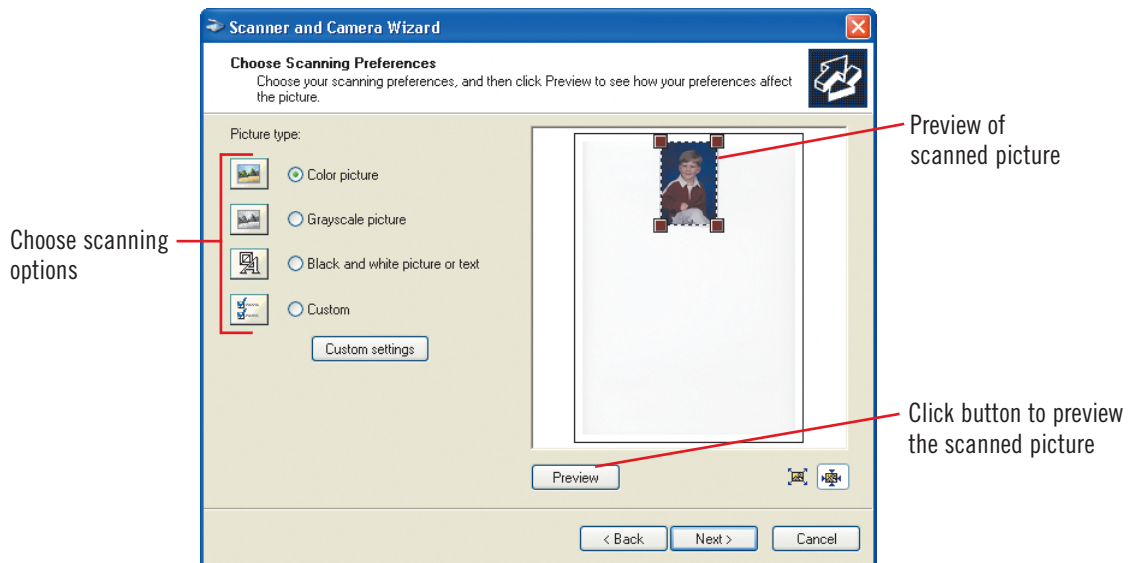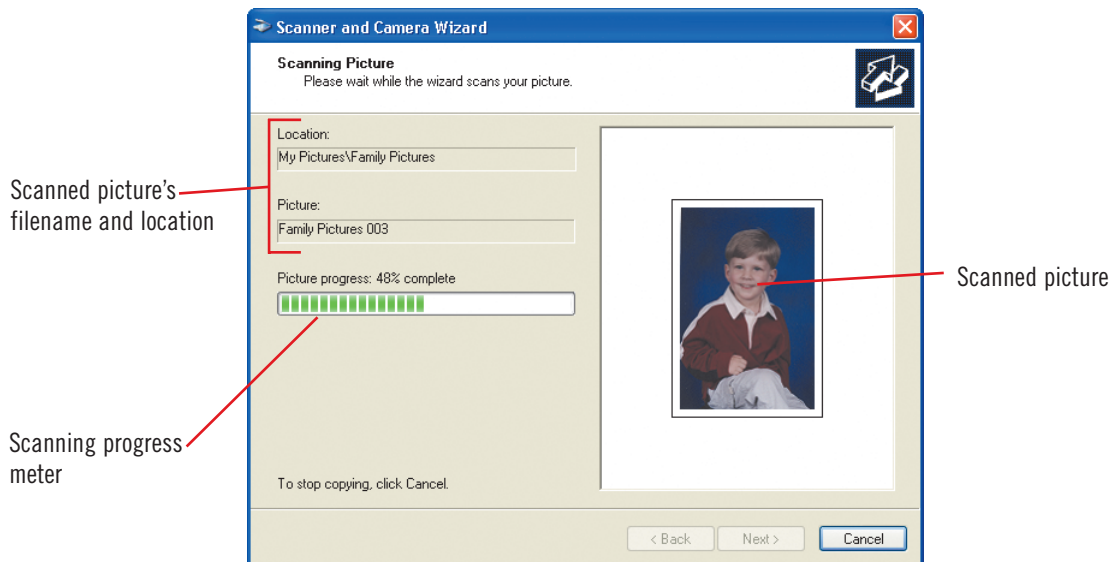
FIGURE L-3: Previewing a scanned picture

Choose scanning options

Preview of scanned picture

Click button to preview the scanned picture

FIGURE L-4: Scanning a picture

Scanned picture's filename and location

Scanned picture

Scanning progress meter

CLUES TO USE

Selecting the appropriate file format

Each file type has a different format and recommended use. JPG (Joint Photographic Experts Group; also known as JPEG) and PNG (Portable Network Graphics) are graphic file formats commonly used on Web pages, while BMP (Bit-mapped) and TIF (Tagged Image File Format, also known as Tiff) are file formats used in documents. The format specifies how the information in the file is organized internally. JPG and PNG formats are compressible, which means that the file size is smaller and transfers over the Internet faster. Each file format uses a different compression method, which produces different results when you display the graphic files. JPG is designed for photographs and supports millions of colors, but loses some image quality by discarding image data to reduce the file size. PNG is designed for Web graphics and supports millions of color without losing image quality, but not all Web browsers fully support its capabilities without using a plug-in, which is a software add-on installed on your computer. TIF is designed for all graphics and colors and one of the most widely used graphic formats, but the file size is large. BMP is the standard Windows graphic format and similar to TIF.

Viewing Pictures

Windows XP gives you several ways to view pictures in a folder. In My Computer, you can use **Thumbnails** view to see a miniature image of the pictures in a folder, or to see a larger view of the pictures in a full screen slide show, switch to **Filmstrip** view, which includes buttons to make it easy to switch between pictures. You can display the pictures in a folder as a full screen slide show. If you have a mixture of documents and pictures in a folder or receive faxes sent directly to your computer, the best way to view the pictures is to open them in the Windows Picture and Fax Viewer, which is a simple graphics program that comes with Windows XP that allows you to quickly view and annotate select pictures. John wants to view pictures several different ways to determine the best way to view his pictures.

Steps

1. Click the **Start button** on the taskbar, click **My Documents**, click the **Folders button** on the Standard Buttons toolbar, navigate to the drive and folder where your Project Files are located in the Folders list using the **Expand indicator** (do not click the folder icon), drag the **Family Pictures folder** in the Folders list to the My Documents folder in the right pane, then click again
The Family Pictures folder is copied to the My Documents folder.

2. In the right pane, double-click the **Family Pictures folder**, click the **Views button** on the Standard Buttons toolbar, then click **Thumbnails** if necessary
The Family Pictures folder opens, displaying the contents of the folder as thumbnails.

3. In the task pane, click **View as a slide show**, then move the mouse to display the Slide Show toolbar in the upper-right corner
The pictures in the folder appear in full screen in display order for five seconds. With the Slide Show toolbar you can play, pause, and stop the slide show and display the previous or next slide. The Slide Show toolbar hides after five seconds of inactivity.

4. Click the **Close the window button** on the Slide Show toolbar to return to the Family Pictures folder, then double-click the first picture in the Family Pictures folder
The Windows Picture and Fax Viewer window opens, displaying the first picture in the folder, as shown in Figure L-5. At the bottom of the window are buttons you can use to: display other pictures in the folder; change the picture size and orientation; open the picture in another program for editing; and delete, print, and save the picture.

5. Click the **Next Image (Right Arrow) button** until the last image (Family Pictures 003) in the Family Pictures folder appears in the window
A picture in the TIF format appears in the window. When you open a fax or TIF file in the Windows Picture and Fax Viewer window, **annotation tools**, which appear at the bottom of the window, allow you to draw lines and shapes, highlight areas, add text or an attached note, change annotation properties, and switch between pages in a fax.

6. Click the **New Text Annotation button**, drag to draw a rectangle on the picture, click in the rectangle to open the text box, type **Brett 2 Years Old**, resize the text box as necessary, press **[Esc]**, drag the box to the top right corner of the picture, then click outside the text box
The text annotation appears on the picture, as shown in Figure L-6.

7. Click the **Copy To button** to open the Copy To dialog box in the Family Pictures folder, click **Save**, then click **Yes** to replace the current Family Pictures 003 file

8. Click the **Close button** on the Windows Picture and Fax Viewer window, click **No** (if asked) to save the annotation, then click the **Close button** on the My Documents window

FIGURE L-5: Windows Picture and Fax Viewer window

Your filename might include an extension

Click button to get help

Click buttons to move between pictures

FIGURE L-6: Adding a text annotation to a picture

Picture in TIF format

Brett 2 Years Old

Text annotation

Annotation tools
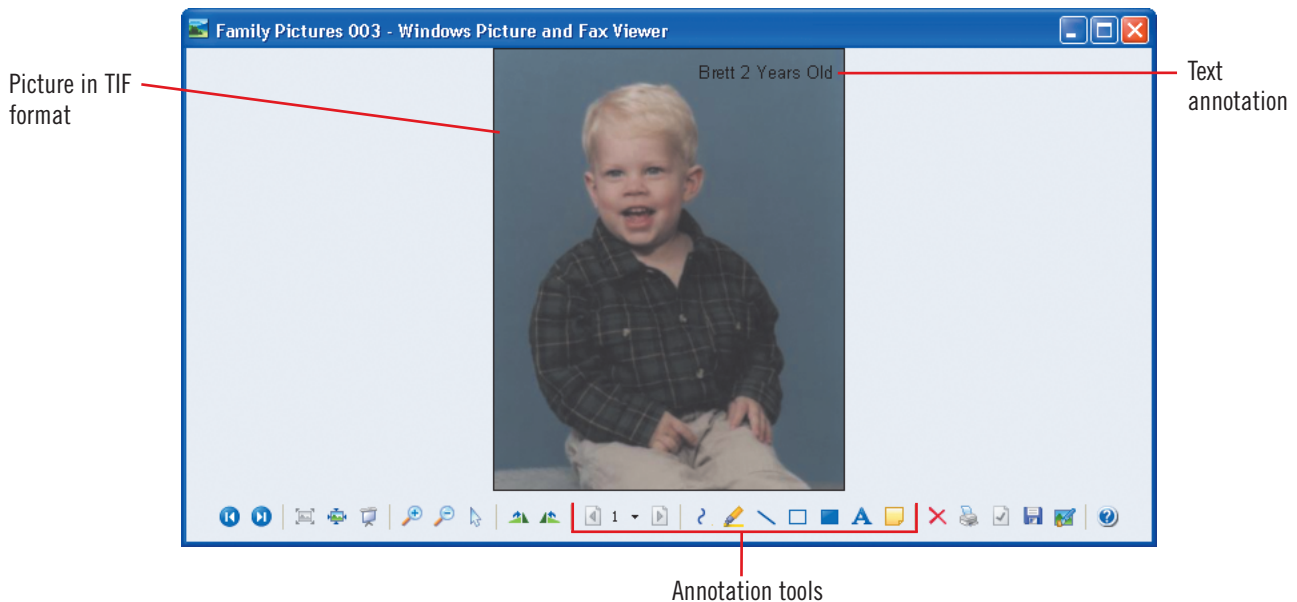
Using pictures as a screen saver

Instead of using screen savers provided by Windows XP, you can use your own pictures to create a slide show screen saver. To use pictures as a screen saver, create a folder on your computer, place the pictures you want to use in the slide show in the folder, then double-click the Display icon 🖥 in the Control Panel. In the Display Properties dialog box, click the Screen Saver tab, click the Screen saver list arrow, click My Pictures Slideshow, then click Settings. In the My Pictures Screen Saver Options dialog box, click Browse to open the Browse for Folder dialog box, choose the folder with your pictures, click OK, specify the size and for how long you want the pictures to appear in the slide show and other options, then click OK. You can click Preview to view the screen saver slide show.

Making a Photo Album

When you create a new folder in the My Documents folder, you can customize it for pictures, music and videos by applying a folder template, which is a collection of folder task links and viewing options. When you apply a template to a folder, you apply specific features to the folder, such as specialized commands in the task pane and viewing options for working explicitly with pictures, music, and videos. For example, when you apply a music or video template to a folder, the Play all command appears in the task pane. If you have a folder with pictures, you can use the Photo Album folder template to display the pictures in the folder as a filmstrip by default when you open the folder. Filmstrip is a special view available only for folders with pictures. Since Filmstrip view displays a large image of the selected picture in the folder, the Photo Album template works best for picture storage folders with only a few pictures. Otherwise, you would need to continually scroll to locate and display pictures in the folder. ✎ John wants to make a photo album for pictures in the Family Pictures folder.

Steps 1234

1. Click the **Start button** on the taskbar, click **My Documents**, right-click the **Family Pictures folder**, then click **Properties**
   The Properties dialog box opens.

2. Click the **Customize tab**
   The Customize tab, shown in Figure L-7, allows you to change the folder template, choose the picture that appears on a folder in Thumbnails view, and change the folder icon for all views except Thumbnails.

3. Click the **Use this folder type as a template list arrow**, then click **Photo Album (best for fewer files)** if necessary
   When you choose a template, you apply specific features to your folder, such as specialized task links and viewing options for working with pictures, music, and videos. See Table L-1 for a list and description of the folder templates.

4. Click the **Also apply this template to all subfolders check box** to select it if necessary
   This option applies the Photo Album template folder to all existing subfolders, as well as any subfolders you create, in the Family Pictures folder.

5. Click **OK**
   When you open a folder with photos, the left pane contains common tasks related specifically to pictures, such as Order prints online and Print pictures; the list of available picture tasks changes based on the current selection.

6. Double-click the **Family Pictures folder**
   The Family Pictures window opens, displaying the contents of the picture folder as a filmstrip, as shown in Figure L-8.

7. Click the **Next Image (Right Arrow) button** 🔵 until the last image in the Family Pictures folder appears in the window

8. Click the **Back button** 🔙 Back on the Standard Buttons toolbar to display the My Documents folder

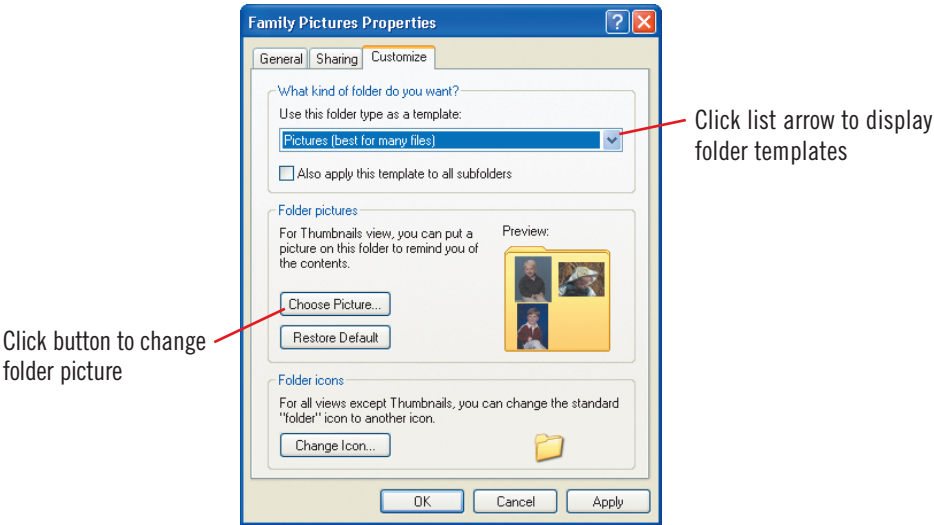**FIGURE L-7:** Folder Properties dialog box with Customize tab

Click list arrow to display folder templates

Click button to change folder picture

FIGURE L-8: Family Pictures folder in Filmstrip view

First picture in Filmstrip view
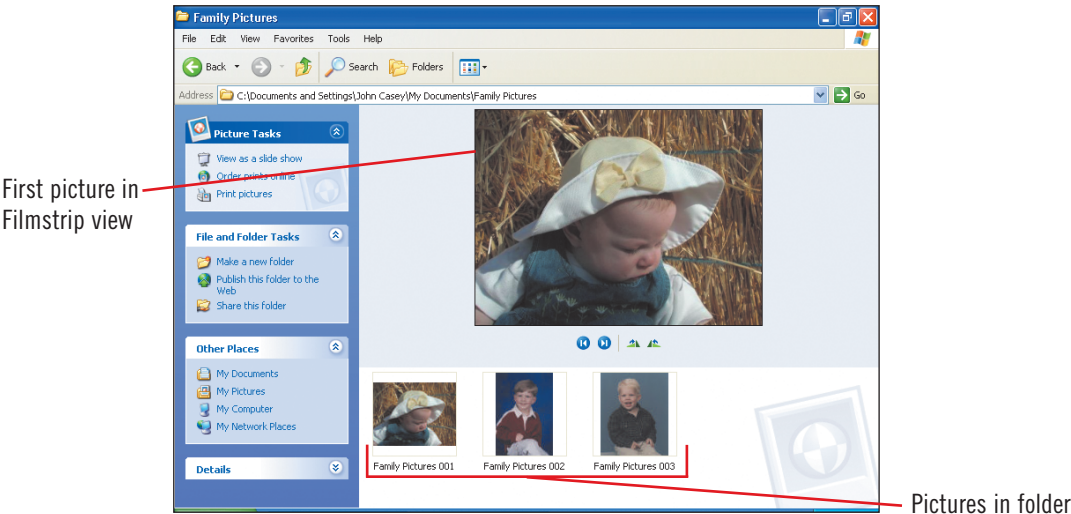
Pictures in folder

TABLE L-1: Folder templates

folder template name	description
Documents (for any file type)	Displays the contents of a folder in Tiles view and specialized picture commands in the task pane
Pictures (best for many files)	Displays the contents of a folder in Thumbnails view and specialized picture commands in the task pane
Photo Album (best for fewer files)	Displays the contents of a folder in Filmstrip view and specialized picture commands in the task pane
Music (best for audio files and playlists)	Identifies the contents of the folder as general sound and playlist files and displays specialized music commands in the task pane
Music Artist (best for works by one artist)	Identifies the contents of the folder as music by one artist and displays specialized music commands in the task pane
Music Album (best for tracks from one album)	Identifies the contents of the folder as tracks from an album by the same artist and displays specialized music commands in the task pane
Videos	Identifies the contents of the folder as videos and displays specialized video commands in the task pane

L

Windows XP

Formatting and Printing Photos

Windows XP makes it easy to format and print photographs with the Photo Printing Wizard, which allows you to print photographs from a digital camera, scanner, or your computer. With the wizard, you can select the photo(s) to print, the paper type, and a page layout, such as full page prints, contact sheet prints, 8 × 10-inch prints, 5 × 7-inch prints, 4 × 6-inch prints, 3.5 × 5-inch prints, and wallet size prints. In order to get the best results when you print photographs, set your printer resolution to the highest setting for the best quality output, and use high-quality glossy paper designed specifically for printing photographs. Check your printer documentation for best resolution setting suited to print your photographs. When you print photographs with a high resolution setting, the printing process might take longer. Many printer manufacturers also make paper designed to work best with their printers; check your printer manufacturer's Web site for more information. ✎ John purchased photo paper for his color printer and wants to print a family photo. If you don't have a color printer or special glossy photo paper, you can still complete this lesson, but your printout will not be high quality.

Steps 1 2 3 4

1. In the My Documents folder, double-click the **Family Pictures folder**
   The Family Pictures window opens, displaying the contents of the picture folder as a filmstrip.

2. In the task pane, click **Print pictures**
   The Photo Printing Wizard dialog box opens.

3. Click **Next** to continue
   The next Photo Printing Wizard dialog box appears, asking you to select the pictures that you want to print. The pictures in the Family Pictures folder appear in the Pictures box with check boxes selected in the upper-right corner. The selected check boxes indicate which pictures will be printed by the wizard. You can deselect individual check boxes for the pictures you don't want to print or click Clear All to deselect them all.

4. Click the check boxes to deselect all but one of the photos, then click **Next**
   The next Photo Printing Wizard dialog box appears, asking you to select a printer and print preferences, such as the paper type, print quality settings, and print color, as shown in Figure L-9.

5. If necessary, click the **Printer list arrow**, then click an available printer

6. Click **Printing Preferences**
   The printer Properties dialog box opens. Your dialog box tabs and settings will differ depending on your printer manufacturer and model.

7. Check to make sure your paper type (plain, matte, photo, etc.) matches the paper in the printer and printer resolution setting is set at the highest possible setting, then click **OK**
   The Photo Printing Wizard dialog box appears with printing options.

8. Click **Next**, then click a page layout for the selected photos (in the Available layouts list (scroll down if necessary)
   The next Photo Printing Wizard dialog box appears, asking you to select a page layout for the selected photos, such as Full page photo print, 4 × 6 inch cutout prints (three per page, cropped and rotated to fit), and Wallet prints, as shown in Figure L-10.

9. Click **Next**, then click **Finish**
   The Photo Printing Wizard sends the photographs to the printer and completes the process. The Family Pictures folder appears.

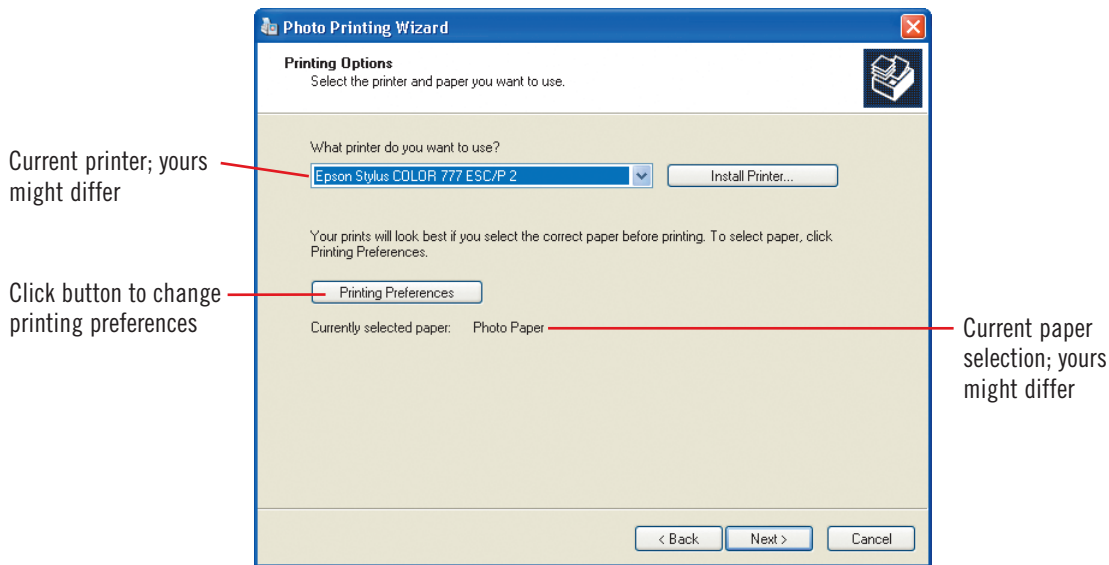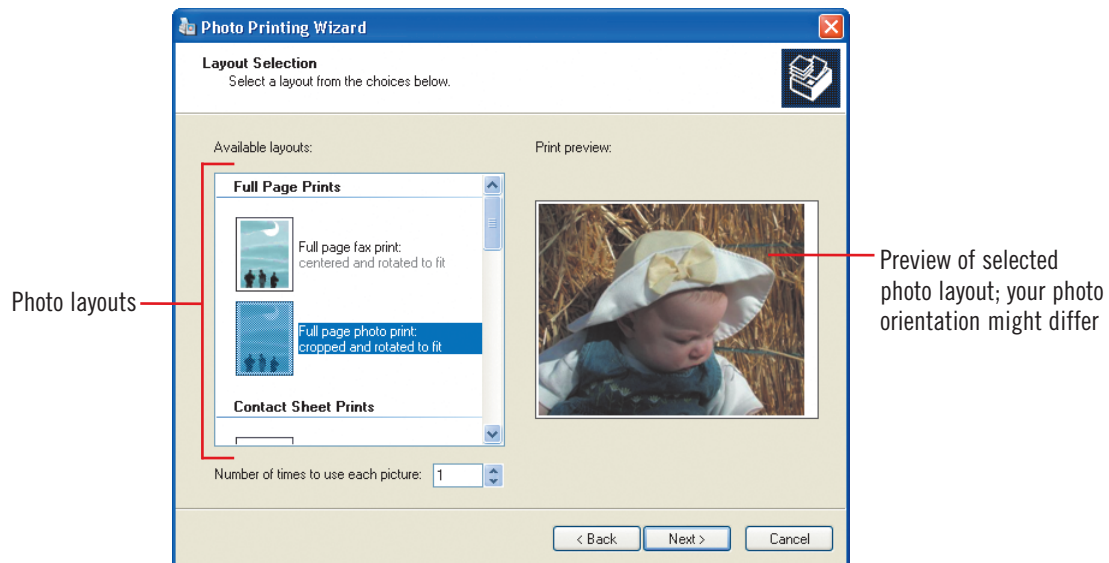**FIGURE L-9:** Printing options in Photo Printing Wizard

Current printer; yours might differ

Click button to change printing preferences

Current paper selection; yours might differ

FIGURE L-10: Photo layouts in Photo Printing Wizard

Photo layouts

Preview of selected photo layout; your photo orientation might differ

Clues to Use

Ordering photo prints from the Web

If you have digital photographs taken from a digital camera or scanned into your computer, you can send your digital photographs to an online printing company where they create photo prints and send them to your mailing address. Windows XP makes the process easy with the Online Print Ordering Wizard, which steps you through the ordering process. To place a print order, you need an Internet connection. To order prints of your digital photographs, open My Documents, move your pictures into the My Pictures folder and open the folder, click Order prints online in the task pane to open the Online Print Ordering Wizard, read the welcome message, click Next, select the pictures you want to create prints of, click Next, select a company to print your photos, click Next, then follow the remaining steps to place an order with the specific printing company. You'll need to provide print sizes, quantities, and billing and shipping information to complete the order. The printing company sends the prints to your shipping address.

Sending a Photo in an E-mail

If you have one or more photos, pictures, or documents that you want to share with others, you can send them in an e-mail as attachments. Before you send photos or pictures in an e-mail as an attachment, you typically need to resize them in a separate graphics program so your recipient can view them with minimal scrolling, open your e-mail program, and then attach the files. With Windows XP you can send a photo or picture in an e-mail message without having to resize it in a separate graphics program, or even open your e-mail program. Using the E-mail command in the task pane of any folder window, Windows XP simply asks how you want to size the photos and pictures, then opens an e-mail message window with the attached files from your default e-mail program. All you need to do is address the message, add any message text, and send it. John wants to send a family photo to family and friends.

Steps 123⁴

1. **In the Family Pictures folder, click the photo you want to send in an e-mail**
   The selected file appears in the Family Pictures folder.

2. **In the task pane, click E-mail this file**
   The Send Pictures via E-Mail dialog box opens, as shown in Figure L-11. When you select multiple pictures, the command in the task pane changes to E-mail the selected items.

3. **Click the Make all my pictures smaller option button if necessary**
   This option makes pictures the best size for viewing in an e-mail message window. If you choose to keep pictures at their original sizes, it will typically require e-mail recipients to scroll horizontally and vertically to view the pictures.

4. **Click OK, then click the Maximize button on the e-mail message window if necessary**
   The Send Pictures via E-Mail dialog box closes and an e-mail message window opens with the selected picture attached from your default e-mail program, such as Outlook Express, as shown in Figure L-12.

5. **In the To box, type the e-mail address of your instructor, technical support person, or someone else you know, then type a message if necessary**

6. **Click the Send button ☑ on the toolbar**
   The e-mail message is sent. The Family Pictures folder appears.

7. **Click the Start button on the taskbar, click E-mail (with your default e-mail program in gray below it) in the left column of the Start menu, then click the Maximize button on the e-mail program window if necessary**
   The Outlook Express window opens, displaying the Inbox; your default e-mail program might differ.

8. **In the Folders list, click Sent Items, then click the e-mail message you sent with the attached picture**
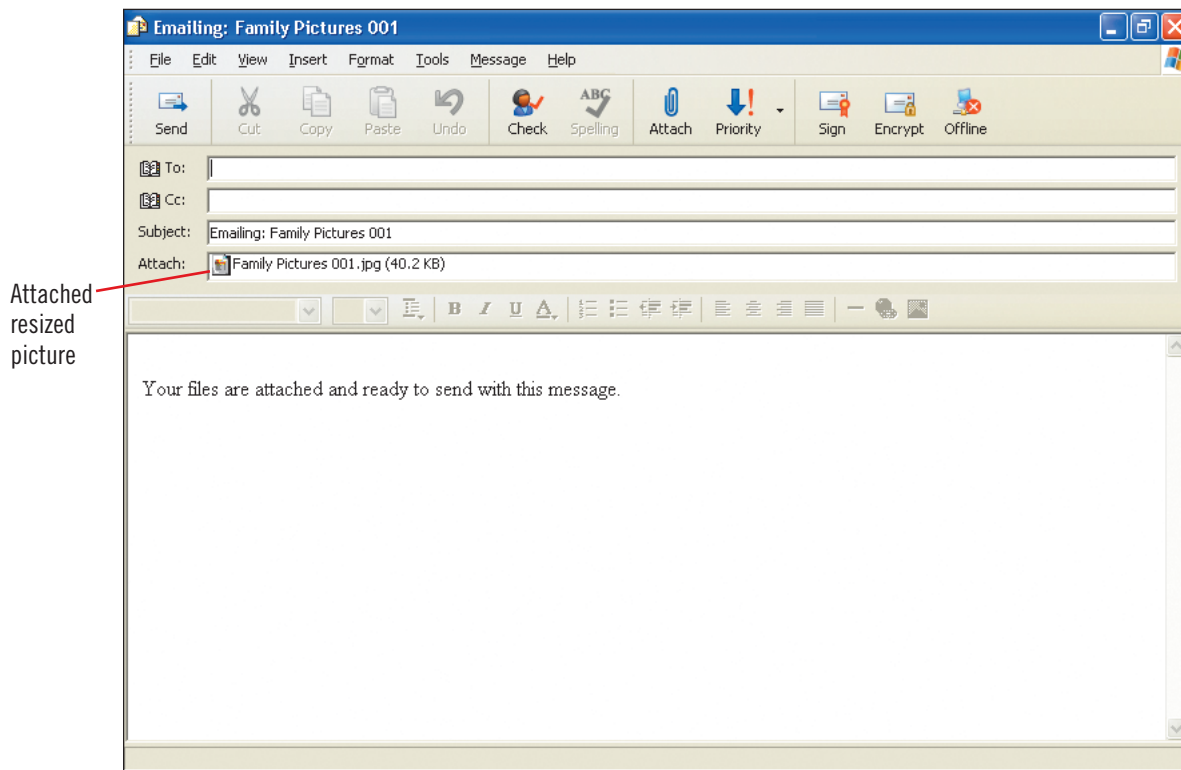   The e-mail message appears with the picture below the message text in the preview pane.

9. **Click the Close button on your e-mail program window**
   The Family Pictures folder appears.

FIGURE L-11: Send Pictures via E-Mail dialog box

Click to display more
sizing options

FIGURE L-12: E-mail message window with picture attached

Attached
resized
picture

Publishing Files to the Web

With the Web Publishing Wizard, you can copy an individual file or a folder of files from your computer to your own Web site or a network location, such as a shared folder. When you publish your files to a Web site, you can let others view your pictures and documents using their Web browser. If you don't have a Web site to publish your files, you can create a personal Web site in MSN Communities. MSN Communities is a service that allows you to create a personal Web site to display pictures and documents, and create an online community to share messages, create a photo album, hold chat sessions, manage a calendar, and add Web pages to your site. You don't have to be an MSN member to use MSN Communities, but you do need to have a Microsoft .NET Passport. You can obtain a .NET Passport when you associate an existing e-mail address with a User Account using the .NET Passport wizard or sign up for a free Hotmail or MSN e-mail account during the setup process. After you publish a file or folder to the Web, a shortcut link to that Web site is placed in My Network Places on your computer. When you are connected to the Internet, you can access your published files from My Network Places and add or delete the files in the same way you would on any network. ✎ John wants to publish some family photos on a personal Web site in MSN Communities for family and friends to view over the Internet.

Steps 1 2 3 4

STOP *In order to use the Web Publishing Wizard, you need to have a Microsoft .NET Passport. If you don't have a Passport, one will be created for you during the publishing process.*

1. In the Family Pictures folder, click the photo you want to publish on the Web
The selected file appears in the Family Pictures folder.

2. In the task pane, click **Publish this file to the Web**
The Web Publishing Wizard dialog box opens.

3. Click **Next**, click the check boxes to deselect all but one of the photos if necessary, then click **Next**
The next Web Publishing Wizard dialog box appears, asking you to select a service provider to host your Web site, as shown in Figure L-13.

4. Click **MSN Communities** if necessary, then click **Next**
The next Web Publishing Wizard dialog box appears, asking you where you want your files stored.

5. Click **My Web Documents (Personal)** if necessary (if not available, click Cancel, then skip to Step 8), click **Next**, then click **Next** to publish the photo to your personal community on the Web
The next Web Publishing Wizard dialog box appears, asking you to resize your photo.

6. Click a picture sizing option if necessary, click **Next** to copy the files, click **Next** upon completion, then click **Finish**
Your files are published to a personal Web site associated with your .NET Passport. Your Web browser opens, displaying your Web community, as shown in Figure L-14; your Web page, navigation controls, and links might differ.

7. Click the link(s) necessary to view a list of photo filenames, click the photo link to display the image, follow the Web site instructions to delete the photo, then click the **Close button** on your Web browser window and all other open windows

8. Click the **Start button** on the taskbar, click **My Documents**, click the **Family Pictures folder** to select it if necessary, click **Delete this folder** in the task pane, click **Yes** to confirm the folder deletion, then click the **Close button** on the My Documents window

FIGURE L-13: Selecting a service provider for Web publishing
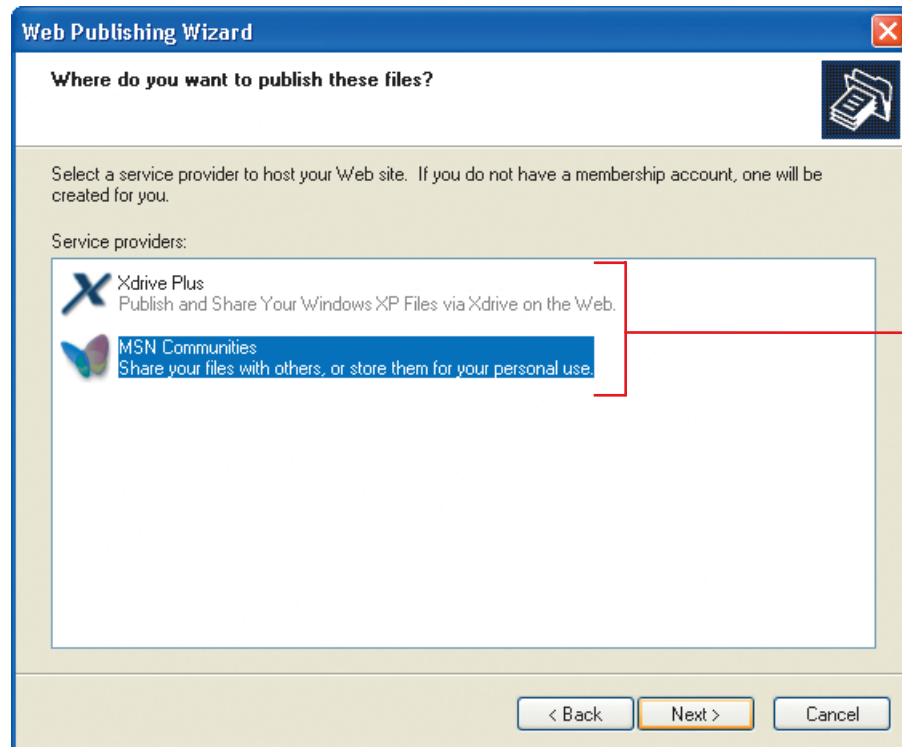
Your list
might differ

FIGURE L-14: MSN Communities Web site with published photo
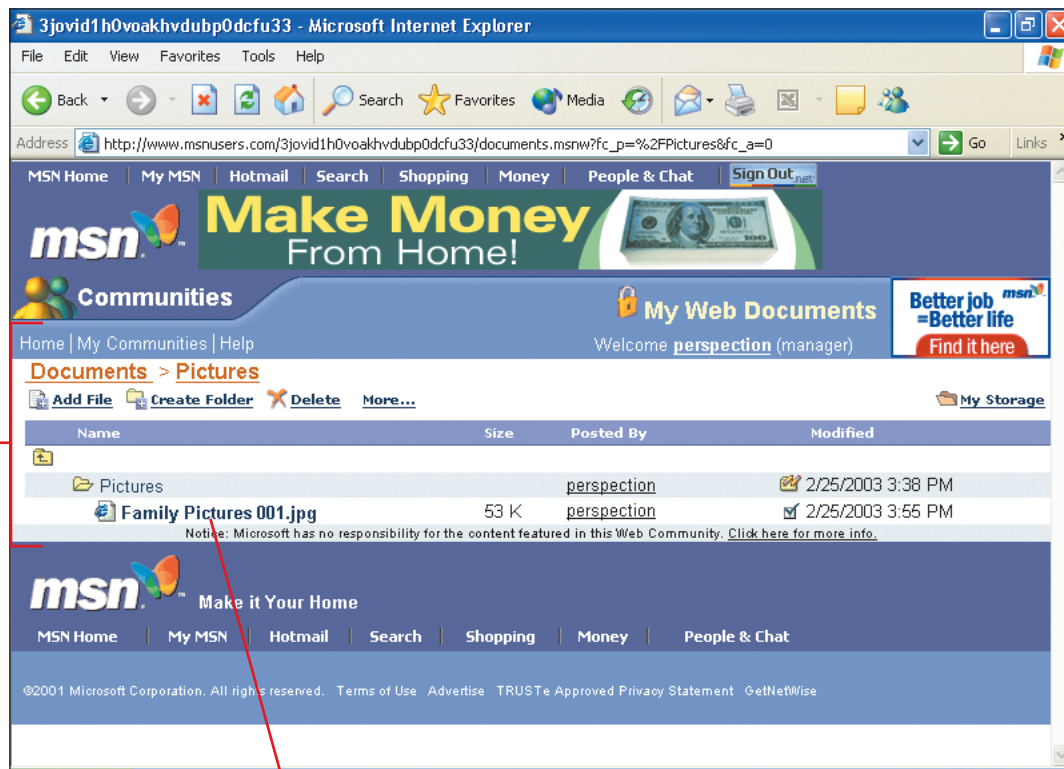
Your
screen
will differ

Published photo

Copying and Playing Music from a CD

Windows Media Player can also copy one music track or an entire album from a music CD to your computer. When you copy music from a CD or download music from the Web to your computer, Windows automatically copies music by the same artist into one folder in the My Music folder, and creates subfolders for each album. Windows gives you several ways to play the music on your computer. In the My Music folder, you can click Play all or Play selection in the task pane or double-click an individual music file to open and play the music in Windows Media Player. If you click Play all in the My Music folder, Windows Media Player opens and plays all the music in your My Music folder and subfolder in random order. If you click Play all in a subfolder within your My Music folder, Windows Media Player opens and plays all the music in the folder in consecutive order. ✎ John wants to copy a few music files from a personal music CD to his computer.

Steps 1 2 3 4

🛑 *You need a personal music CD to complete the steps in this lesson. If you don't have access to a personal music CD, read through the steps but do not perform any actions.*

1. Insert a music CD into the CD-ROM drive, then start Windows Media Player and click the play button if necessary
The Windows Media Player window opens and starts to play the first track on the CD.

2. Click **Copy from CD** on the taskbar
The Windows Media Player window displays a list of music tracks on the CD, as shown in Figure L-15. A selected check box appears next to each track and indicates which music tracks will be copied from the CD. You can deselect check boxes you don't want to copy.

3. Click the check boxes to deselect all but three music tracks, then click the **Copy Music button** 🔘
The Windows Media Player copy music protection dialog box opens.

4. Read the dialog box message, click the **Do not protect content check box** to select it, then click **OK**
The copying process starts with the first selected music track. The Copy Status column for the first selected music track, changes from "Pending" to "Copying," followed by a progress percentage. When the copy is complete, the copy status changes to "Copied to Library," and the music track check box clears. The default copy location is in your My Music folder.

5. When all the selected music tracks are copied, **close** the Windows Media Player window

6. Click the **Start button** on the taskbar, then click **My Music**
The My Music folder opens, displaying the folder to which you copied the music tracks, which is named the artist's name.

7. Double-click the artist folder
The subfolder contains a music album folder, which contains the music tracks on the album.

8. Double-click the music album folder
The subfolder contains the copied music tracks, as shown in Figure L-16.

9. Click **Play all** in the task pane to open Windows Media Player and play the music, click the **Stop button** when you're done, then remove the CD from the CD-ROM drive
Leave the Windows Media Player open for the next lesson.

QuickTip

Before you copy music to your computer, you should make sure you have enough free space; music tracks typically use between 1.5 MB and 4 MB of disk space.

Trouble?

When Windows Media Player doesn't recognize the artist name on a CD, it names the folder Unknown Artist.

FIGURE L-15: Copying music from a CD using Windows Media Player

Album name

Artist name

Taskbar

Status information

Current CD in CD-ROM drive; yours will differ

Click button to copy selected items to the My Music folder

Music tracks on CD

Controls to play, pause, and stop the player

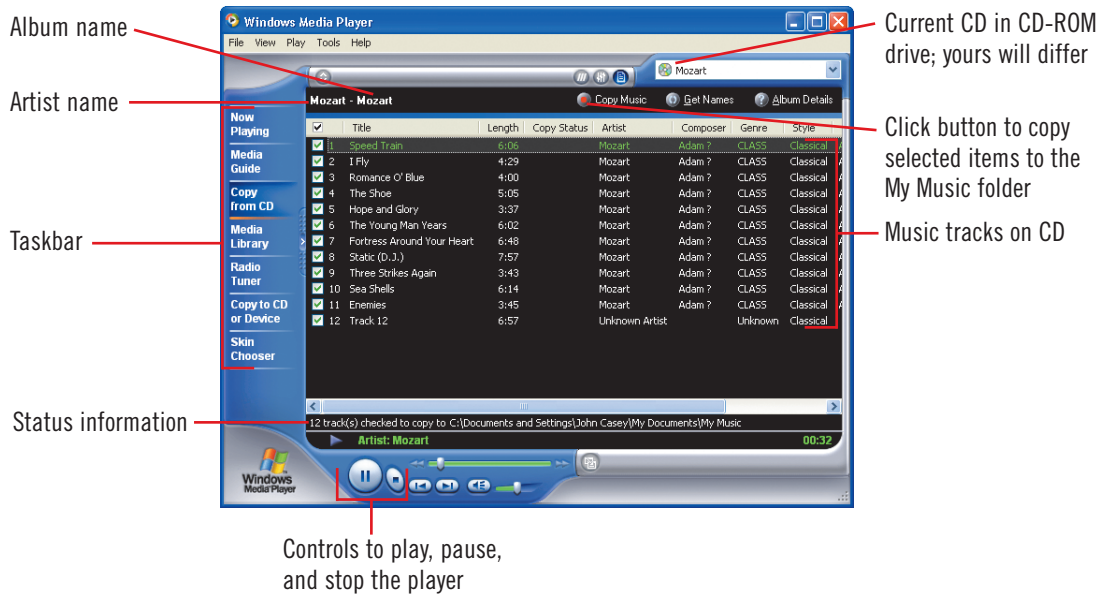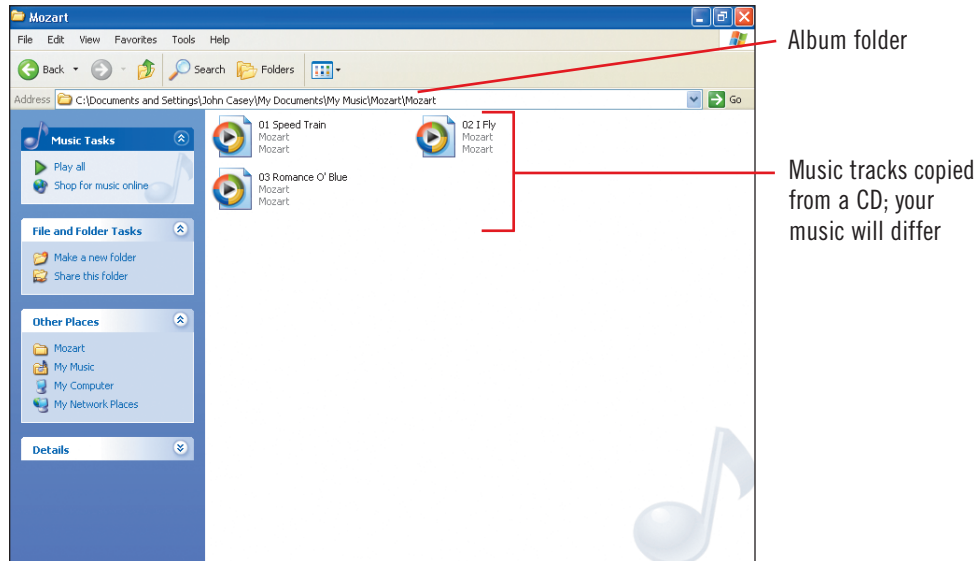**FIGURE L-16: Music tracks copied to the My Music folder**

Album folder

Music tracks copied from a CD; your music will differ

Copying music to your portable device

A **portable device** is a small handheld piece of hardware equipment that combines computing, telephone/fax, Internet/e-mail, and networking. Portable handheld devices, such as Pocket PCs and Personal Digital Assistants (PDAs), provide a convenient way to stay connected to others and get some work done while you are on the road. Many of these portable devices also allow you to download or copy music files to it, so you can listen to music. Windows Media Player makes it easy to copy the music you want to a portable device. To copy files to your portable device, connect your portable device to your computer, click the Start button on the taskbar, point to All Programs, click Windows Media Player to start the program, click Copy to CD or Device on the taskbar, click the playlist, category, or files you want to copy in the Music to Copy pane, clear the check boxes for any files you do not want to copy, click the device you want to copy files to in the Music on Device pane, then click Copy Music. Windows Media Player verifies that there is enough space for the selected files on the portable device, then starts the copying process. As the music copies, the amount of used and free space on the portable device is displayed at the bottom of the Music on Device pane.

Creating a Playlist

Instead of playing **digital media** files, such as music tracks, video clips, and DVD segments, one at a time or in sequential order from a CD or DVD, you can use Windows Media Player to create a playlist. A **playlist** is a customized list or sequence of digital media that you want to listen to or watch. A playlist allows you to group together media files and specify the order in which you want to play back the media. You can mix and match the media files on your computer, your network, your writable CD, or the Internet to create your own personal juke box that you can access quickly from Windows Media Player and play in the background as you work with other programs. John wants to create a playlist for the music he copied from a CD onto his computer.

Steps 1 2 3 4

1. In the Windows Media Player, click **Media Library** on the taskbar
The Media Library appears.

2. Click the **New playlist button** to open the New Playlist dialog box, type **Favorite Playlist** in the Enter the new playlist name text box, then click **OK**
The new playlist appears in the My Playlists folder in the Media Library list.

3. In the Album folder under the Audio folder and Media Library list, click the album name in which you copied files from a CD if necessary
The music tracks from the album appear in the right pane, as shown in Figure L-17.

4. Click the first music track in the right pane, press and hold **[Shift]**, then click the last music track in the list to select all the music tracks

5. Click the **Add to playlist button** , then click **Favorite Playlist**
The files are added to the playlist.

6. In the Media Library list, under the My Playlists folder, click **Favorite Playlist**
The music tracks in the Favorite Playlist appear in the right pane, as shown in Figure L-18. If the playlist is not in the order that you like, you can drag an item in the playlist to another position in the list.

7. Click the **Play button** to play the files in the Favorite Playlist, then click the **Stop button** when you're done listening
Windows Media Player opens and plays all the music tracks in the folder until you stop it. The music stops when you close the Windows Media Player. The album folder window in the My Music folder appears.

8. In the Media Library list, right-click **Favorite Playlist**, click **Delete** to delete the playlist, then click the **Close button** on the Windows Media Player
You return to the album folder window in the My Music folder.

9. Click the **Back button** Back on the Standard Buttons toolbar twice, click the artist folder to select it (if necessary), click **Delete this folder** in the task pane, click **Yes** to confirm the folder deletion, then close all remaining open windows

FIGURE L-17: Album music tracks and new playlist

Album name

Artist name

New playlist

Copied music tracks
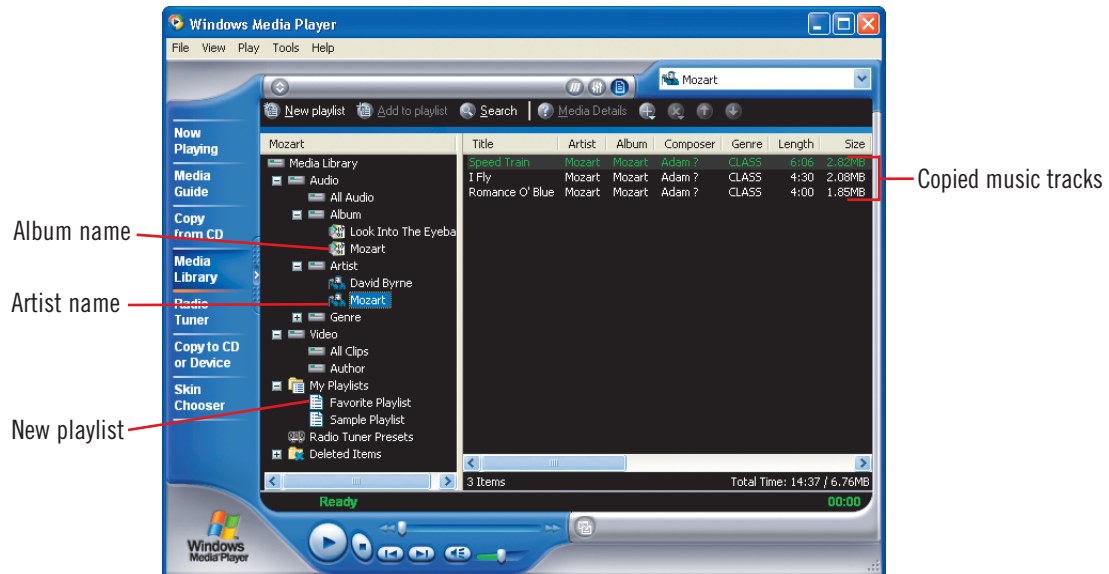
FIGURE L-18: Contents of new playlist

New playlist

Click list arrow to select a playlist quickly

Music tracks in the new playlist

CLUES TO USE
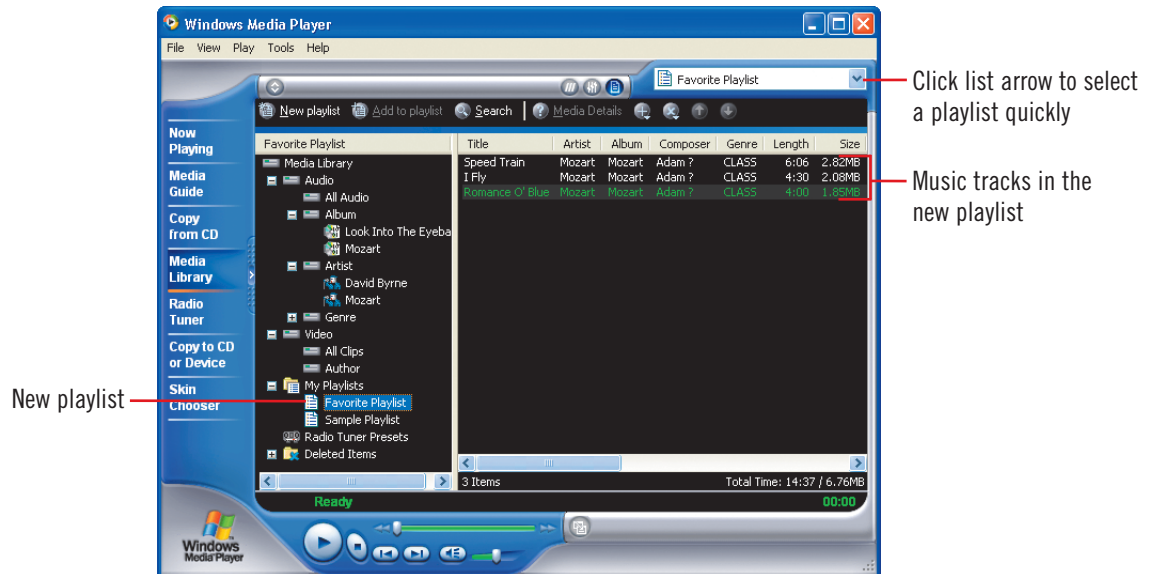
Changing multimedia AutoPlay settings

When you insert a CD into your CD-ROM drive, Windows looks on the CD to determine its content type, then checks AutoPlay settings to determine what it should do next. For music CDs, the default AutoPlay setting is to open Windows Media Player and play the first track; your settings might differ. If you have CDs with music files, pictures, video files, or mixed content, you can change the action Windows takes when it detects the content on the CD. You can have Windows play the first file using Windows Media Player, open the first folder to view files using Windows Explorer, or take no action. To change how your computer handles multimedia content, right-click the CD-ROM drive icon in My Computer, click Properties on the shortcut menu, click the AutoPlay tab, click the content type you want to change, then click the action you want Windows to perform when it detects the media type you selected, then click OK.

Practice

▶ Concepts Review

Label each element of the screen shown in Figure L-19.

FIGURE L-19
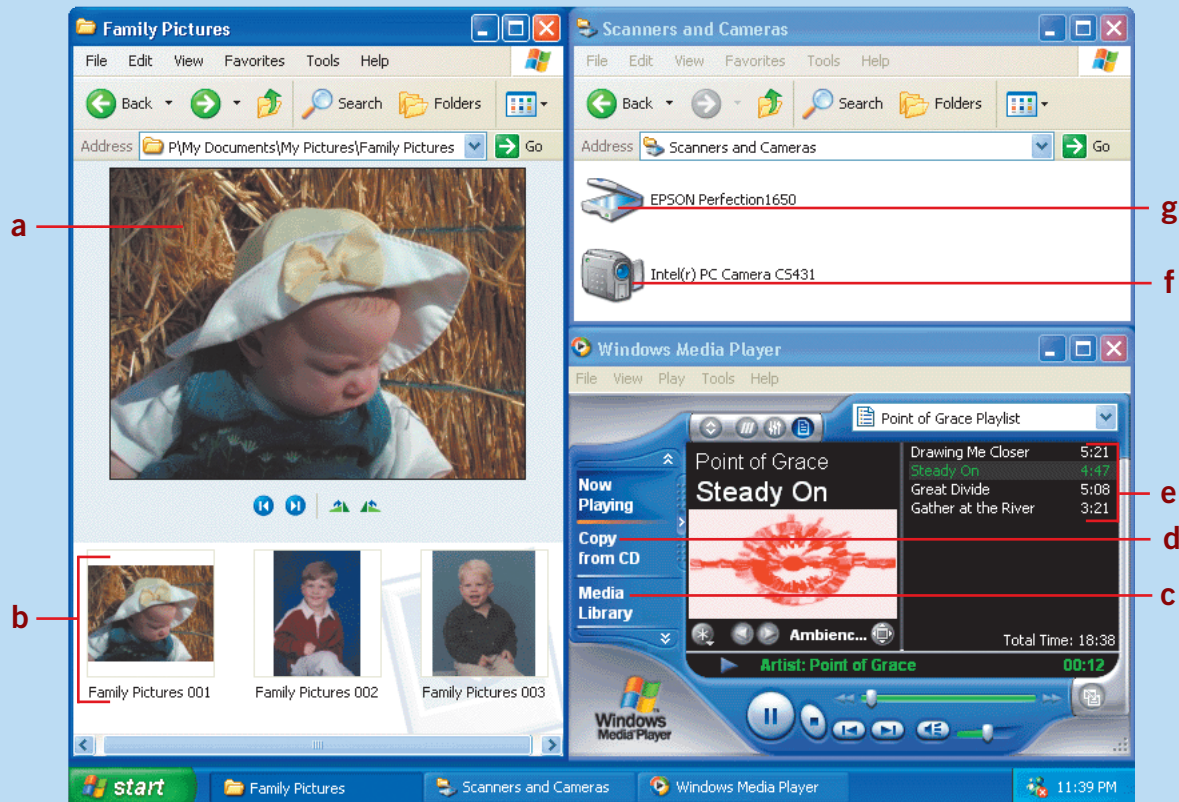
1. Which element points to Filmstrip view?
2. Which element allows you to create a playlist?
3. Which element points to thumbnails?
4. Which element transfers music to the My Music folder?
5. Which element takes a picture?
6. Which element points to music in a playlist?
7. Which element scans a picture?

Match each term with the statement that describes its function.

8. Playlist
9. Filmstrip
10. Thumbnails
11. Web Publishing
12. Annotation

a. A picture view best for a few files
b. A view that displays a miniature image of pictures
c. A customized list of media files
d. An action that adds drawing and text to a picture
e. A process that copies files to a Web site

Select the best answers from the following lists of choices.

13. Which of the following devices is like a photocopy machine?
a. Digital still camera
b. Digital video camera
c. Scanner
d. Portable

14. Which of the following picture types allows you to adjust color contrast?
a. Color picture
b. Grayscale picture
c. Black and white picture or text
d. Custom

15. Where does the Scanner and Camera Wizard store files by default?
a. My Computer
b. My Pictures
c. My Documents
d. My Network Places

16. Which of the following folder views is designed for pictures?
a. Filmstrip
b Tiles
c. Icons
d. List

17. Which of the following folder views displays pictures as a photo album?
a. Filmstrip
b Tiles
c. Icons
d. Thumbnails

18. Which of the following is NOT a folder template?
a. Picture (best for fewer files)
b. Documents (best for many files)
c. Videos
d. Music (best for audio files and playlists)

19. Which of the following is NOT a picture task in the My Pictures folder?
a. E-mail this picture
b. View as a slide show
c. Set as desktop background
d. Order prints online

▶ Skills Review

1. Take pictures from a digital camera.

(STOP) *If you don't have a digital video or still camera attached and installed on your computer, skip to Step 2.*

a. Open the Scanners and Cameras window, then start the digital video camera and take some pictures.
b. Deselect the pictures you don't want to save.
c. Save the picture you do want in a folder named **Class Pictures** and delete any remaining pictures on the device.
d. Finish the wizard, view the pictures, then delete the Class Pictures folder.

2. Get pictures from a scanner.

(STOP) *If you don't have a scanner attached to and installed on your computer, skip to Step 3.*

a. In the Scanners and Cameras window, start the scanner.
b. Place the picture you want to scan on the scanner, select a picture type option, then preview the scan.
c. Resize the scan area as necessary.
d. Save the picture you want to keep with the TIF format in a folder named **Class Pictures**.
e. Finish the wizard, view the pictures, then delete the Class Pictures folder.

3. View pictures.
a. Create a folder called **Class Pictures** in the My Documents folder.
b. Copy at least two pictures (one being in the TIF format) of your own into the Class Pictures folder.
c. Open the folder and view the pictures as a slide show, then open a picture in the Windows Picture and Fax Viewer.
d. Display the picture in TIF format, then annotate the picture with drawings or text.

   e. Save the annotated picture with a new name in the Class Pictures folder.

   f. Close the Windows Picture and Fax Viewer, then close the Class Pictures folder.

4. **Make a photo album.**

   a. In the My Documents folder, display folder properties for the Class Pictures folder.

   b. Display the Customize tab, then select Photo Album (best for fewer files) from the folder type template list arrow.

   c. Apply this template to all subfolders.

   d. Open the Class Pictures folder and view the pictures in Filmstrip view, then close the Class Pictures folder.

5. **Format and print photos.**

   a. In the My Document folder, open the Class Pictures folder.

   b. Click Print pictures in the task pane, then clear the check boxes for all pictures except one.

   c. Select a printer if necessary and make sure your paper type matches the paper in the printer.

   d. Select a page layout for the pictures, then finish the wizard.

6. **Send a photo in an e-mail.**

   a. In the Class Pictures folder, select a file, then click E-mail this file in the task pane and make all of the pictures smaller.

   b. Maximize the e-mail message window, type the e-mail address of someone you know and any necessary message text, then send the e-mail.

7. **Publish files on the Web.**

   a. In the Class Pictures folder, select a file, then click Publish this file to the Web in the task pane.

   b. Clear the check boxes for all pictures, except one.

   c. Publish the file to a personal Web site on MSN Communities. (Sign in with your .NET Passport as instructed.)

   d. Finish the wizard, view the picture in your Web browser, then close your Web browser.

   e. Delete the Class Pictures folder and close all remaining open windows.

8. **Copy and play music from a CD.**

   a. Insert a music CD to open Windows Media Player and play the first track, then click Copy from CD on the taskbar.

   b. Clear the check boxes of the music track you don't want to copy, then click Copy Music.

   c. Do not protect content. Close Windows Media Player when the music is copied.

   d. Open the artist folder in the My Music folder, play the music, then close all open windows.

9. **Create a playlist.**

   a. Open Windows Media Player and display the Media Library.

   b. Create a new playlist called **Class Playlist**. Add the music you copied to your computer to the playlist.

   c. Play the music from the playlist, stop it, then delete it from the Media Library.

   d. Close Windows Media Player, then delete the artist folder in My Music.

▶ Independent Challenge 1

You are a creative consultant for Home Memories, a scrap booking company. As part of your in-home demonstration to promote scrap booking and the business, you want to take digitized photos using a digital still or video camera or scan photos from a scanner and print them using a multipicture layout.

   a. Use a digital still or video camera or scanner that is attached to your computer to store photos in a folder in My Pictures.

   b. Use the Photo Printing Wizard to print your pictures in a multipicture layout.

   c. When you finish printing, delete the folder with your stored photos.

▶ Independent Challenge 2

As the coordinator for your family's next reunion, you want to send an e-mail and a family photo from the last reunion to everyone involved. To make it easier for family members to view and include their own family pictures, you want to publish files on a personal Web site on MSN Communities.

a. Open My Pictures and select a picture, preferably a family picture if available.

b. Click Publish this file to the Web in the task pane, then clear the check boxes for all pictures, except one.

c. Publish the file to a personal Web site on MSN Communities. (Sign in with your .NET Passport as instructed.)

d. Finish the wizard, then view the picture in your Web browser.

e. Print the screen. (Press [Print Screen] to make a copy of the screen, open Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes (if necessary) to paste the large image. Click the Text button on the Toolbox, click a blank area in the Paint work area, then type your name. Click File on the menu bar, click Page Setup, change 100% normal size to 50% in the Scaling area, then click OK. Click File on the menu bar, click Print, then click Print.) When you finish, close your Web browser.

f. Select a picture, click E-mail this file in the task pane, then make all of the pictures smaller.

g. Type the e-mail address of someone you know and message text about the date, time, and activities planned for the reunion. Also include the Web address, www.msnuser.com\mywebdocuments, then send the e-mail.

▶ Independent Challenge 3

You are a college student majoring in music. As part of your studies, you need to listen to different types of music and identify the unique parts of each one. You want to copy music tracks from different CDs onto your computer and then create a playlist to make it easier to categorize the music tracks and listen to them.

a. Insert a music CD into the CD-ROM drive and copy selected tracks to a folder called **Music Major**. Do this for multiple CDs if you have them available.

b. Create a playlist called **Music Major Playlist**, then add the copied music tracks to the playlist.

c. Display the playlist, then print the screen. (See Independent Challenge 2, Step e for screen printing instructions.)

d. Play the music tracks from the playlist, then delete it.

e. Close Windows Media Player, then delete the Music Major folder in the My Music folder.

▶ Independent Challenge 4

You are an assistant to a movie producer at a small international company that creates short digital films. Your boss continually reviews digital portfolios with music, videos, and DVDs to find talent for upcoming projects. Your boss asks you to create a playlist with video and music tracks in Windows Media Player, which will make the reviewing process easier.

a. Open Windows Media Player, find at least two videos and music tracks on WindowsMedia.com, then add them to Media Library. (*Hint:* Play the media, then use the Add to Media Library command on the File menu.)

b. Create a playlist called **Media Review Playlist**, then add the videos and music tracks to the playlist. The videos appear in the Media Library under Video in All Clips.

c. Display the playlist, then print the screen. (See Independent Challenge 2, Step e for screen printing instructions.)

d. Play the videos and music tracks from the playlist, delete it, then close Windows Media Player.

▶ Visual Workshop

Re-create the screen shown in Figure L-20, which displays the Windows Media Player window in the Media Library with a playlist for an artist with at least one music track copied from two different albums. Your artist and albums will differ. Print the screen. (See Independent Challenge 2, Step e for screen printing instructions.)

FIGURE L-20